

Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation To Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same.

Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See **3.1** through **3.5** – Paying very close attention to **3.2 – 3.4**. (While you are not bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

**Are you able to satisfy the requirements of the attached documents (project)?**

**YES** \_ **NO** \_

**Do you have prior experience consistent with the requirements of this ITB?**

**YES** \_ **NO** \_

**Would you be able to satisfy the requirements of “Section 3.4 (“Allotted Response Time”)**

**YES** \_ **NO** \_

**Name of Firm:** \_\_\_\_\_ **SBE Exp. Date:** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please respond by **12:00pm, Friday, June 22, 2012.**

Any questions, feel free to contact me at the number below.

Regards,

**Vivian O. Walters, Jr.**

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**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF SERVICES:**

The fundamental constitutional right of access to the courts requires prison authorities to assist inmates in the preparation and filing of meaningful legal documents by providing prisoners with adequate law libraries or adequate assistance from persons trained in the law. Miami-Dade Corrections and Rehabilitation (MDCR) requires the services of a legal service provider to provide access to the courts by providing legal research for incarcerated inmates.

Pursuant to Florida Model Jail Standards (2011) (9.09) regarding Pro se inmates are provided reasonable access to legal materials to assist them in filing any type of action cognized in Florida courts. Therefore, it is mandated that these services be afforded to the inmate population to allow legal research access on a continuous basis, to a population of over 6,000 inmates.

**3.2 SERVICE REQUIREMENTS:**

A) The following services are required of the selected Bidder :

1. Provide the MDCR with an original Legal Assistance Request form to be copied and used by inmates. This form will be two-sided and copies will be provided to the inmates by MDCR staff.

The front will be filled out by the inmate and the reverse side will contain instructions to help inmates complete the form (see Attachment A for sample forms previously utilized).

2. Upon receipt of the form, the selected Bidder shall process the request and respond with the information that best satisfies the request.
3. Selected Bidder shall perform legal research on an as-needed basis at the selected Bidder's location.
4. Selected Bidder must have a licensed attorney review and approve research findings for comprehensiveness and legal sufficiency, which must attest (approve and sign) to the legal sufficiency of all research findings provided to the County under this contract.
5. Responses shall be shipped by the selected Bidder, at the Bidder's expense, to the correctional facility (UPS, Fed Ex, U.S. Postal Services, etc.). MDCR staff will distribute the responses accordingly.
6. The selected Bidder shall submit a log to the County as to the services rendered to the County inmates. Report/ log must be provided when requested by the MDCR or any authorized County representative. The report/ log shall consist of the inmate name, inmate number, date of request, date research provided and number of pages for the research findings. The report/ log shall be submitted to the County, no later than fifteen (15) calendar days after written request to the selected Bidder. The selected Bidder shall maintain a log tracking all MDCR inmates legal request for accountability and billing.

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B) The following services will be performed by the County:

1. Department Officers and/ or counselors in the housing units will advise inmates requesting law library access of the availability of services and provide the request form.
2. Completed request forms will be time-date stamped and then sent by facsimile to the Selected Bidder by a MDCR representative.
3. Inmates will be allowed to include up to three (3) items in each request (cases, statutes, packets, or any combination).

**3.3 ADDITIONAL RELATED SERVICES REQUIREMENTS (as needed):**

The selected Bidder shall perform additional requirements stated below, as needed, at no additional cost.

A. The selected Bidder shall comply with the following legal support/ requirements:

1. Selected Bidder's research findings must meet Federal requirements, State requirements, and the Florida Model Jail Standards.
2. Must provide offsite services (County will not allow use of facilities for selected Bidder to render services).
3. Maintain updated case law research.

B. Additional support on an as needed:

1. Must provide litigation support to MDCR, in the event of inmate grievances.
2. Shall respond to all inmate grievances regarding their research, shall appear in court, and/ or attend meetings with MDCR staff or inmate, as needed, to explain and support their research findings.
3. Must provide and maintain all court-related forms required for inmate court access.

**3.4 RESPONSE TIME:**

The selected Bidder must respond to each inmate with either the research findings pertaining to their Legal Assistance Request form or a letter within three (3) workdays, excluding weekends and County holidays, from the date the request is submitted to the Bidder.

Should the selected Bidder exceed the allotted response time, the Bidder shall then provide a letter to the inmate explaining the delayed response upon exceeding the 3 day period. The letter must also stipulate the date that the research findings will be provided to the inmate, not to exceed an additional 3 workdays. The letter may be sent to MDCR electronically or via fax to County staff as designated by MDCR.

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The selected Bidder shall provide the legal research findings within the 3 day requirement for least 98% of the requests, for any one month period. Failure to meet this percentage for any given month may result in the selected Bidder being found in default of the contract, per Section 1, General Terms and Conditions, Paragraph 1.23, Termination for default.

**3.5 CORRECTIONAL FACILITIES REQUIRING SERVICES**

The following list of facilities, located throughout Miami-Dade County, contain inmates that require legal research services:

- 1) Pre-Trial Detention Center  
1321 NW 13 St.  
Miami, FL 33125
- 2) Turner Guilford Knight Center  
7000 NW 41 St.  
Miami, FL 33166
- 3) Women's Detention Center  
1401 NW 7 Ave.  
Miami, FL 33136
- 4) Metro West Detention Center  
13850 NW 41 St.  
Miami, FL 33178
- 5) Training & Treatment Center  
6950 NW 41 St.  
Miami, FL 33166

NOTE: Facilities house a combined average of 6,000 inmates on any given day combined.